



King County

Records and Licensing Services Division

Department of Executive Services
King County Administration Building
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TTY Relay: 711

PUBLIC DISCLOSURE REQUEST FORM

Today's Date: _____

The King County Records and Licensing Services Division are committed to responding to your request for public disclosure in an efficient and prompt manner. In order for us to process your request, we need a clear, specific description of the records that you would like.

Please describe the documents:

YOUR NAME: _____ (Please PRINT)

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Copying charges are \$0.15 per page. You will be informed of the total copying charges. If you are unable to pick up your copies, you may pay for the postage and have the documents mailed to you. We require all fees to be paid prior to copying your documents.

We will respond to your request within five (5) business days (excluding holidays) of receiving your request, with an estimate of the time we anticipate it will take to comply with your request.